

**SERIAL 03032 C**

**DIGITAL LIBRARY MATERIALS FLOW MANAGEMENT SYSTEM  
(NIGP 20625)**

**DATE OF LAST REVISION: September 14, 2006**

**CONTRACT END DATE: July 31, 2007**

**CONTRACT PERIOD THROUGH ~~JULY 31, 2006~~ JULY 31, 2007**

**TO:** All Departments

**FROM:** Department of Materials Management

**SUBJECT:** Contract for **DIGITAL LIBRARY MATERIALS FLOW MANAGEMENT SYSTEM  
(NIGP 20625)**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **July 30, 2003**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

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Wes Baysinger, Director  
Materials Management

LC/mm  
Attach

Copy to: Clerk of the Board  
John Werbach, Library District  
Mirheta Muslic, Materials Management

**SPECIFICATIONS ON INVITATION FOR BID FOR:      DIGITAL LIBRARY MATERIALS FLOW  
MANAGEMENT SYSTEM (NIGP 20625)**

**1.0      INTENT:**

The Maricopa County Library District is soliciting bids to install and maintain a Digital Library Materials Flow Management System. The system must include Customer Self-Checkout Units, Customer Self-Checkin Units with sorting capability, Radio Frequency Identification (RFID) Tags, Conversion Stations – barcode to RFID, Staff Workstations, Handheld Shelf Management Devices, Material Detection System, Print Material Security Strips and Non-Print Material Security Strips.

The purpose of these items is to safeguard the County Library Materials and to have efficient library materials inventory management District-wide.

**2.0      TECHNICAL SPECIFICATIONS:**

**2.1      GENERAL**

- 2.1.1      The proposed system **MUST** be manufactured to meet all major international health, safety and telecommunications requirements.
- 2.1.2      The system **MUST** be able to integrate with the Library's current 3M Tattle-Tape™ Security and Detection Systems so as not to interfere with its performance or its current mode of operation.

**2.2      RFID TAGS**

- 2.2.1      The read/write portion of the tag shall have at least 256 bits of application-usable memory with at least 32 bits of that memory available for the Library's own application development.
- 2.2.2      A developer's tool kit **MUST** be available that allows the Library to develop their own applications using the 32 bits of unused tag memory.
- 2.2.3      The tag **MUST** be re-writable.
- 2.2.4      The RFID tag must have an integrated circuit, which **MUST** be flip chip bonded to the antenna for highest reliability and longevity.
- 2.2.5      The RFID tag **MUST** be 13.56 MHz.
- 2.2.6      The system **MUST** be capable of disabling a tag through software to facilitate the assembly of multiple journals, each with a tag, into one bound journal with just one tag.
- 2.2.7      The tag **MUST** be able to withstand the effects of acids and alkaline in papers and withstand extreme changes in temperature and humidity.
- 2.2.8      Tenderer **MUST** provide a lifetime warranty for the tags...lifetime being defined as the life of the item the tag is attached to. Any faulty tag must be replaced at no cost.

**2.3      CONVERSION STATION**

- 2.3.1      **MUST** be portable and compact to allow for ease of use in the stacks, at the ends of the stacks and in the back room.
- 2.3.2      User interface **MUST** be an easy-to-use, menu-driven, touch-screen terminal based on Microsoft® Windows™ technology.
- 2.3.3      **MUST** facilitate easy conversion of multiple material types in the Library, including but not limited to books, CD's, DVD's, videocassettes, bound journals, etc.
- 2.3.4      **MUST** include a barcode scanner to read existing barcode symbology.
- 2.3.5      Barcode scanner **MUST** have a single visible scan line at all time on the conversion station top for easy barcode placement and reading.
- 2.3.6      **MUST** be standalone and does not require any connection to the Library's circulation system to encode the RFID tag with the necessary data.
- 2.3.7      Motorized tag dispenser **MUST** automatically separate the RFID tag from its backing when dispensing the tag.
- 2.3.8      **MUST** have visual and audible cues to prompt the library staff during the conversion process.
- 2.3.9      **MUST** be able to perform automatic verification of data integrity upon writing.

## **2.4 CUSTOMER SELF CHECKOUT/IN STATIONS**

- 2.4.1 Replace or retrofit any existing 3M Model 6210 SelfCheck™ Systems to read RFID tags.
- 2.4.2 MUST be able to default to scanning the barcode of the item should there be no detection of an RFID tag in the item.
- 2.4.3 MUST be able to interface with the Library's circulation system.
- 2.4.4 MUST be 100% compatible with the Library's Tattle-Tape™ Security and Detection System and be able to sensitize and desensitize the magnetic security strips.
- 2.4.5 MUST combine the reading of an RFID tag and the sensitizing and desensitizing of existing security strips into one operation.
- 2.4.6 MUST provide for the option to use smart card technology to read patron ids.
- 2.4.7 MUST provide for the option to use magnetic stripe card technology to read patron ids.
- 2.4.8 MUST ensure safe processing of any magnetic media materials in the Library if those materials have an RFID tag attached to them.
- 2.4.9 MUST be able to process the following types of library materials: books, journals, CD's, DVD's, videocassettes.
- 2.4.10 Customer Self-Checkout units must support software that includes a store and forward function to allow self service system to function when host library automation system is off-line.
- 2.4.11 MUST be able to demonstrate that 3M RFID 256 bit tags can be read with Customer Self-Checkout/In stations.
- 2.4.12 Self-Checkout station software MUST support multiple languages without translation needed by hosting library.
- 2.4.13 Self-Checkout stations MUST support up to four different languages without translation needed by hosting library.
- 2.4.14 MUST support real-time automated customer checkin of library materials.
- 2.4.15 MUST incorporate an ATM style checkin function for all material.
- 2.4.16 Self check-in stations MUST automatically re-sensitize existing Tattle-Tape™ security strips located in printed material and optical material.
- 2.4.17 Self check-in stations MUST automatically discharge items from the library's automated library management system, and provide instant customer return receipts.
- 2.4.18 Self Checkout unit MUST have a touch screen-graphical user interface.
- 2.4.19 Self check-in stations MUST be able to be integrated with a digital smart sorting bin system.
- 2.4.20 Sorter unit MUST provide automated, customizable sorting of all returned library materials.
- 2.4.21 Sorter MUST be re-programmable and re-configurable to meet the library's changing sorting needs.
- 2.4.22 Sorter MUST integrate with automated check-in systems.
- 2.4.23 Sorting bins MUST have the capability to digitally signal when filled.

## **2.5 STAFF WORKSTATION**

- 2.5.1 MUST be able to default to scanning the barcode of the item should there be no detection of an RFID tag in the item.
- 2.5.2 MUST be able to provide patron and item id information to the Library's circulation system.
- 2.5.3 MUST be 100% compatible with the Library's Tattle-Tape™ Security and Detection System and be able to sensitize and desensitize the magnetic security strips.
- 2.5.4 MUST combine the reading of an RFID tag and the sensitizing and desensitizing of existing security strips into one operation.
- 2.5.5 MUST allow for check-in and checkout of multiple items if each item has an RFID tag.
- 2.5.6 MUST have visual and audible cues to prompt the library staff during the conversion process.
- 2.5.7 User interface MUST be an easy-to-use, menu-driven, touch-screen terminal based on Microsoft® Windows™ technology.
- 2.5.8 MUST be compact and able to be installed in any existing slot at the circulation desk (existing slots being defined as a slot used for either the 3M Model 966 Staff Workstation or the 3M Model 995 Staff Workstation).

- 2.5.9 MUST be able to perform barcode to RFID conversion of items for new acquisitions and smaller portions of the collection

## 2.6 HANDHELD SHELF MANAGEMENT DEVICES

- 2.6.1 MUST consist of a battery-powered hand-held reader for capturing RFID information into a portable device to facilitate shelf management.
- 2.6.2 User interface MUST be an easy-to-use, menu-driven, touch-screen display.
- 2.6.3 MUST meet the following application-specific requirements:
  - 2.6.3.1 Shelf-reading (restoring order to the shelves)
  - 2.6.3.2 Finding lost and missing items
  - 2.6.3.3 Finding items on hold or reserve for customers
  - 2.6.3.4 Finding items that have not been properly checked back in to the library
  - 2.6.3.5 Identifying items to be weeded from the collection
  - 2.6.3.6 Assisting with proper re-shelving of materials by pin-pointing the exact location of item to be shelved
  - 2.6.3.7 Multi-tasking of all above applications so that one pass in the library stacks can accomplish multiple tasks
- 2.6.4 SHALL consist of data management software that facilitates the accurate and efficient exchange of data between the hand-held shelf management device and the Library's circulation system. Such software MUST allow for repeated and frequent updating of the information.

## 2.7 MATERIALS DETECTION SYSTEM

- 2.7.1 Systems MUST use magnetic detection principles.
- 2.7.2 Systems MUST provide multiple install options to meet the needs of different facilities.
- 2.7.3 The system shall interrogate "look for" library materials only when activated by exiting customers.
- 2.7.4 The library detection system shall be microprocessor controlled and software driven for the most reliable electronic surveillance of exiting customers.
- 2.7.5 The system MUST contain a built-in, highly accurate patron counter.
- 2.7.6 The system MUST provide both an audible and visible alarm when responding to an active strip in the corridor.
- 2.7.7 The entire system MUST be designed to meet federal and state fire codes, and be in compliance with ADA.
- 2.7.8 The system shall be incorporated into the system base a status display that will show patron count and alarm count.
- 2.7.9 The system MUST show on its display that it is operating correctly and shall display a error/diagnostic code number if a problem should occur.
- 2.7.10 Optional CCTV and Voice alarms must be available.

## 2.8 SECURITY STRIPS

- 2.8.1 Strips MUST be guaranteed to perform to their highest level for the lifetime of the object in which they are placed.
- 2.8.2 The security strips MUST be one-piece, flexible, thin, non-rusting metallic alloy coated with an adhesive film.
- 2.8.3 The film MUST not discolor or lose its adhesive or cohesive strength with age.
- 2.8.4 The strips shall require no moisture, heat or additional glue, or adhesive for affixing to library materials.
- 2.8.5 The strip shall not be shielded by the human body or by items held back-to-back or cover-to-cover, or concealed in briefcases or backpacks.
- 2.8.6 The strips shall be virtually unaffected by simple shielding materials such as gum or cigarette wrappers.
- 2.8.7 Manufacturer MUST warrant that the strips will be free of defects in materials and manufacture for the lifetime of the strip.
- 2.8.8 Security Strips must be Dual status, i.e. able to be desensitized and resensitized.

- 2.8.9 Programmable strips shall utilize keepers of a non-rusting alloy, which make the strips dual status.
- 2.8.10 Security Strips shall be applicable for all types of print and non-print media.
- 2.8.11 Security strips must be concealed in print materials or covert on non-print materials.
- 2.8.12 Strips shall not rust, bleed or discolor library materials.
- 2.8.13 Alternative automated application options must be made available for print materials: The strips must be in a roll format and transferred onto an application paddle using a forced distribution method. The strip shall be easily inserted into library materials using an application paddle.
- 2.8.14 Security Strip Overlays and cover-ups must be specifically designed to protect optical media and other non-print materials such as videocassettes, and audio cassettes.
- 2.8.15 CD/DVD overlay is clear vinyl with integrated, parallel, precision balanced strips.
- 2.8.16 Application of the overlay must be a one step process.
- 2.8.17 Removal of the overlay will render unusable or destroy the CD/DVD.
- 2.8.18 Must include strips and adhesive-backed white cover-up labels.
- 2.8.19 Cover-up labels must effectively obscure the presence of the strip through the use of specially pigmented adhesives.
- 2.8.20 Videocassette cover-up labels must be provided in a one-up, fan-folded format.

**2.9 MAINTENANCE, SUPPORT AND SOFTWARE SUPPORT:**

- 2.9.1 Provide full service maintenance and repair for all hardware (includes parts and labor). Four- (4) hour response time 355 days year required.
- 2.9.2 Provide all software upgrades and fixes as required.
- 2.9.3 All Maintenance, repair and software support and upgrades shall be available for up to a ten- (10) year period.
- 2.9.4 Shall be uniform in term and shall be billed in a consolidated invoice for all equipment and software purchased through this contract.
- 2.9.5 Shall pro-rate billings/issue credit in order to include additional purchases of equipment and software on annual consolidated invoice for maintenance and support.

**2.10 ACCEPTANCE:**

Upon successful completion of the performance period, the system shall be deemed accepted and the warranty period begins. All documentation shall be completed prior to final acceptance.

**2.11 TRAINING:**

The successful Contractor shall provide a minimum of 120 hours to completely train County personnel in the use and care of the equipment. The County will require approximately this many hours for training over the entire contract term. Portions of this training will be used by the County at each individual installation.

**2.12 TAX:**

No tax shall be levied against labor. Bid pricing to include all labor, overhead tools and equipment used, profit, and any taxes that may be levied. It is the responsibility of the Contractor to determine any and all taxes and include the same in bid price.

**2.13 DELIVERY:**

Delivery is required F.O.B. Destination, freight pre-paid within 45 days of receipt of Purchase Order, to any delivery location within Maricopa County as specified by the County. Contractor shall indicate on Pricing Documentation (Attachment A) any additional freight or handling charges that would be associated with special shipping and/or handling delivery.

**2.14 INSTALLATION:**

The Contractor's price shall include delivery and setup in complete operating condition.

2.15 ACCEPTANCE:

Once the Materials have been installed, the Using Agency shall have a reasonable opportunity to inspect the system. The Using Agency shall have 45 days to perform its acceptance testing and inspection of the system, after which time the system shall be deemed accepted unless the Using Agency rejects the system.

2.16 WARRANTY:

The minimum warranty period shall be twelve (12) months for both equipment, parts, supplies and labor. Warranty repair and/or replacement will be performed at no additional charge to Maricopa County. All warranty periods shall begin upon acceptance by the Using Agency.

2.17 MAINTENANCE:

The Contractor shall provide for system support, upgrades and maintenance of equipment supplied under this Contract upon installation of equipment

2.18 FACTORY AUTHORIZED SERVICE AVAILABILITY

The Contractor shall have and maintain a local factory authorized service station within the Phoenix metropolitan area. The station shall be capable of supplying and installing component parts, and troubleshooting, repairing and maintaining the Materials. Minimum service hours shall be from 8:00 A.M. to 5:00 P.M., Monday through Friday.

2.19 OPERATING MANUALS:

Upon delivery, Contractor shall provide comprehensive operational manuals, Materials service manuals, and schematic diagrams, if required by the Using Agency.

2.20 TECHNICAL AND DESCRIPTIVE SALES LITERATURE:

Contractor shall provide two (2) copies of its sales literature and brochures, and copies of any manufacturer's technical and descriptive literature regarding the material it proposes to provide. Literature shall include sufficient in detail to allow full and fair evaluation of the offer submitted, and must be included with the bid. Failure to include this information may result in the bid being rejected.

2.21 ADDITIONAL PRICING:

Contractors are strongly encouraged to offer additional pricing for related items/products/components, which are not specifically addressed as line items in the Invitation For Bids. Pricing offered should be noted on the pricing pages of the Contractor response in the format requested. Two sets of catalogs/pricing documents shall accompany any additional pricing offered.

2.22 CONTRACTOR REVIEW OF DOCUMENTS:

Contractor shall review its bid submission to assure the following requirements are met.

- 2.22.1 One (1) original and one (1) copy of all submissions is MANDATORY unless stated otherwise
- 2.22.2 Pricing pages (Attachment A) one (1) original "hard copy" (labeled) and two (2) electronic copies of pricing on a 3.5" diskette formatted in Excel 97, MANDATORY. **DO NOT REFORMAT THE ATTACHMENT A PROVIDED BY THE COUNTY WHEN SUBMITTING YOUR PRICING.**
- 2.22.3 Copies of Catalogs/Pricing Documents, if applicable
- 2.22.4 Literature, Technical and Descriptive
- 2.22.5 Vendor Information (Attachment D), MANDATORY
- 2.22.6 Agreement page (Attachment B), MANDATORY
- 2.22.7 References (Attachment C), MANDATORY

2.22.8 Bid Bond, MANDATORY

2.23 ORDER CUTOFF INFORMATION:

Contractors submitting bids shall advise the County of all known order cutoff dates for the equipment/products specified in the Invitation for Bids at the time of submission. Notification of any subsequent cutoff date(s) (learned after submission) shall also be the responsibility of the Contractor. The Contractor shall advise the County of **subsequent cutoff dates** by notifying the Procurement Consultant, **in writing**, of this new information.

3.0 **SPECIAL TERMS & CONDITIONS:**

3.1 CONTRACT LENGTH:

This Invitation for Bids is for awarding a firm, fixed price purchasing contract to cover a three (3) year period.

3.2 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of three (3), one (1) year options. The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

3.3 EXPEDITED DELIVERY:

If the Using Agency determines that rush shipping or other alternate shipping is required, it shall notify the Contractor. The Contractor shall determine any additional costs associated with such delivery terms and communicate that cost to the Using Agency via fax or other reasonable means.

The Using Agency shall not advise the Contractor to proceed with shipment until acceptable terms are negotiated and a purchase order is issued. Upon determining that the additional costs are reasonable and proper, the Using Agency shall advise the Contractor to proceed.

Upon receipt of material and invoicing, the Using Agency shall ensure that any additional charges are in compliance with and do not exceed those costs stated in the Contract. The Using Agency shall retain all documents related to these costs within the agency purchase order file, for audit purposes.

3.4 SHIPPING:

Bid prices shall be made F.O.B. destination to the Using Agency within Maricopa County. The Contractor shall retain title and control of all goods until they are delivered and the contract coverage has been completed. All claims for visible or concealed damage shall be filed by the Contractor. The County will notify the Contractor of any damaged goods and shall assist the Contractor in arranging for inspection.

3.5 SHIPPING DOCUMENTS

A packing list or other suitable shipping document shall accompany each shipment and shall include the following:

- (1) Name and address of the Contractor;
- (2) Name and address of the County Agency;
- (3) County purchase order number;
- (4) A description of material shipped, including item number, quantity, number of containers and package number, if applicable.

3.6 PRODUCT DISCONTINUANCE:

In the event that a manufacturer discontinues a product and/or model, the County may allow the successful Contractor to provide a substitute for the discontinued item or may cancel the Contract. If the Contractor requests permission to substitute a new product or model, it shall provide the following to the County:

- 3.6.1 Documentation from the manufacturer that the product of model has been discontinued.
- 3.6.2 Documentation that names the replacement product or model.
- 3.6.3 Documentation that provides clear and convincing evidence that the replacement meets or exceeds all Specifications required by the original Invitation for Bids.
- 3.6.4 Documentation that provides clear and convincing evidence that the replacement will be compatible with all the functions or uses of the discontinued product or model.
- 3.6.5 Documentation confirming that the price for the replacement is the same as or less than the discontinued product or model.

Product discontinuance applies only to those items specifically listed on any resultant contract. This will not apply to catalog items not specifically listed on any resultant contract.

**3.7 INDEMNIFICATION AND INSURANCE:**

**3.7.1 Indemnification.**

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the negligence of the County.

**3.7.2 Insurance Requirements.**

Contractor, at its own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A.M. Best, Inc. Rating of B++6, or approved unlicensed companies in the State of Arizona with policies and forms satisfactory to the County.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of the County, constitute a material breach of this Contract.

The Contractor's insurance shall be primary insurance as respects the County, and any insurance or self-insurance maintained by the County shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the County.

The Contractor shall be solely responsible for the deductible and/or self-insured retention and the County, at its option, may require the Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

The County reserves the right to request and to receive, within ten (10) working days, certified copies of any or all of the herein required insurance policies and/or endorsements. The County shall not be obligated, however, to review such policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of the County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name the County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The insurance policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against the County, its agents,



representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

- 3.7.2.1 Commercial General Liability. Contractor shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision, which would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form CG 20 10 11 85, and shall include coverage for Contractor's operations and products and completed operations.

If the Contractor subcontracts any part of the work, services or operations awarded to the Contractor, Contractor shall purchase and maintain, at all times during prosecution of the work, services or operations under this Contract, an Owner's and Contractor's Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the performance of the Contractor's work, service or operations under this Contract. Coverage shall be on an occurrence basis with a limit not less than \$1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues the Contractor's Commercial General Liability insurance.

- 3.7.2.2 Automobile Liability. Contractor shall maintain Automobile Liability insurance with an individual single limit for bodily injury and property damage of no less than \$1,000,000, each occurrence, with respect to Contractor's vehicles (whether owned, hired, non-owned), assigned to or used in the performance of this Contract.

- 3.7.2.3 Workers' Compensation. The Contractor shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

If any work is subcontracted, the Contractor will require Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of the Contractor.

3.7.3 Certificates of Insurance.

- 3.3.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

3.7.4 Occurrence Basis.

All insurance required by this contract shall be written on an occurrence basis rather than a claims-made basis.

3.7.5 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

3.8 BID BOND:

**A Bid Bond in the amount of \$100,000 in the form of a certified or cashier's check shall accompany the bid.** Check to be made payable to the Maricopa County Board of Supervisors. Personal or company checks are not acceptable. **Bid Bonds shall be identified with Bid Serial Number, title and return address.**

3.9 FAILURE TO EXECUTE:

Upon failure of the successful Contractor to execute the contract, the bid security shall be forfeited to the County, not as a penalty but as liquidated damages to offset the cost to the County of conducting another invitation for bids. Contractor acknowledges that the County's loss as a result of the Contractor's failure to execute a contract would be difficult to determine, and that the value of the bid security is a fair and reasonable estimate of what those damages might be.

3.10 REQUIREMENT OF CONTRACT BOND:

Concurrently with the submittal of the Contract, the Contractor shall furnish the Contracting Agency the following bonds, which shall become binding upon the award of the contract to the Contractor.

- (A) A Performance Bond equal to the full Contract amount conditioned upon the faithful performance of the Contract in accordance with plans, specifications and conditions thereof. Such bond shall be solely for the protection of the Contracting Agency awarding the Contract.
- (B) A Payment Bond equal to the full contract amount solely for the protection of claimants supplying labor and materials to the Contractor or his Subcontractors in the prosecution of the work provided for in such Contract.

Each such bond shall include a provision allowing the prevailing party in a suit on such bond to recover as a part of his judgment such reasonable attorney's fees as may be fixed by a judge of the court.

Each bond shall be executed by a surety company or companies holding a certificate of authority to transact surety business in the State of Arizona issued by the Director of the Department of Insurance. The bonds shall not be executed by an individual surety or sureties. The bonds shall be made payable and acceptable to the Contracting Agency. The bonds shall be written or countersigned by an authorized representative of the surety who is either a resident of the State of Arizona or whose principal office is maintained in this state, as by law required, and the bonds shall have attached thereto a certified copy of the Power of Attorney of the signing official. In addition, said company or companies shall be rated "Best-A" or better as required by the Contracting Agency, as currently listed in the most recent Best Key Rating Guide, published by the A.M. Best Company.

3.11 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY  
DEPARTMENT OF MATERIALS MANAGEMENT  
ATTN: CONTRACT ADMINISTRATION  
320 W. LINCOLN ST.  
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

Corry Slama, Senior Procurement Consultant 602-506-3243  
([cslama@mail.maricopa.gov](mailto:cslama@mail.maricopa.gov))

Technical telephone inquiries shall be addressed to:

John Werbach, MCLD 602-506-5040  
([jwerbach@maricopa.gov](mailto:jwerbach@maricopa.gov))

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

3.12 PRE-BID CONFERENCE:

**THERE WILL BE A MANDATORY PRE-BID CONFERENCE ON MAY 28, 2003, 10 a.m.  
AT THE MARICOPA COUNTY BOARD OF SUPERVISORS CONFERENCE ROOM,  
301 W. JEFFERSON STREET, 10TH FLOOR, PHOENIX, AZ 85003**

**3M COMPANY - SECURITY SYS DIV., 3M CENTER, BLDG. 225-4N-14, ST PAUL, MN 55144-1000****C703504 / B0700041 / NIGP 20625**WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NOWILL YOUR FIRM ACCEPT A PROCUREMENT CARD FOR INVOICE PAYMENT? ☒ YES ☐ NOIF YES, MAY THE COUNTY TAKE ADVANTAGE OF DISCOUNTS OFFERED BY YOUR FIRM IN THIS BID/RFP WHEN PAYING WITH A PROCUREMENT CARD? ☒ YES ☐ NOOTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒ YES ☒ NO**With exception of K-12 education entities****PRICING:**

NOTE: DO NOT INCLUDE SALES/USE TAX IN YOUR BID PRICE. The percentage of sales/use tax applicable to the equipment on this contract will be listed on the purchase order and allowed at time of payment. BIDDERS CERTIFY BY SIGNING THIS AGREEMENT THAT PRICES BID ARE F.O.B. DESTINATION IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET FORTH HEREIN.

**1.0 PRICING****Year 1 -only**

<b>1.1 CONVERSATION STATION</b>	<b>\$ 10,311.00</b>	<b>PER UNIT</b>
1.1.1 CONVERTATION HARDWARE MAINTENANCE (FULL SERVICE AND REPAIR 4 HOUR RESPONSE TIME)	<u>\$ included</u>	PER YEAR 1 <sup>ST</sup> Year
1.1.2 SOFTWARE SUPPORT AND UPGRADES	<u>\$ included</u>	PER YEAR 1 <sup>ST</sup> Year
<b>1.2 CUSTOMER SELF CHECKOUT/IN STATION</b>		
1.2.1 CUSTOMER SELF CHECKOUT STATION (NEW)	<u>\$ 22,978.00</u>	PER UNIT
1.2.2 CUSTOMER SELF CHECKOUT STATION (RETROFIT)	<u>\$ 4,478.00</u>	PER UNIT
1.2.3 CUSTOMER SELF CHECKOUT STATION MAINTENANCE (FULL SERVICE AND REPAIR 4 HOUR RESPONSE TIME)	<u>\$ included</u>	PER YEAR- 1st Year
1.2.4 SOFTWARE SUPPORT AND UPGRADES	<u>\$ included</u>	PER YEAR- 1st Year
1.2.5 CUSTOMER SELF CHECKIN STATION (NEW)	<u>\$ 85,500.00</u>	PER UNIT
1.2.6 CUSTOMER SELF CHECKIN STATION MAINTENANCE (FULL SERVICE AND REPAIR 4 HOUR RESPONSE TIME)	<u>\$ included</u>	PER YEAR- 1st Year
1.2.7 SOFTWARE SUPPORT AND UPGRADES	<u>\$ included</u>	PER YEAR- 1st Year
1.2.8 CUSTOMER SELF CHECKIN SORTER (NEW)	<u>\$ 10,800.00</u>	PER BIN
1.2.9 CUSTOMER SELF CHECKIN SORTER MAINTENANCE (FULL SERVICE AND REPAIR 4 HOUR RESPONSE TIME)	<u>\$ included</u>	PER YEAR- 1st Year
1.2.10 SOFTWARE SUPPORT AND UPGRADES	<u>\$ included</u>	PER YEAR- 1st Year
<b>1.3 STAFF WORKSTATION</b>	<b>\$ 10,189.00</b>	<b>PER UNIT</b>
1.3.1 STAFF STATION MAINTENANC (FULL SERVICE AND REPAIR 4 HOUR RESPONSE TIME)	<u>\$ included</u>	PER YEAR- 1st Year
1.3.2 SOFTWARE SUPPORT AND UPGRADES	<u>\$ included</u>	PER YEAR- 1st Year
<b>1.4 RFID TAGS</b>	<b>\$ 800.00</b>	<b>PER THOUSAND</b>
<b>1.5 IHANDHELD SHELF MANAGEMENT DEVICES</b>	<b>\$ 4,866.00</b>	<b>PER UNIT</b>
1.5.1 STAFF STATION MAINTENANCE (FULL SERVICE AND REPAIR 4 HOUR RESPONSE TIME)	<u>\$ included</u>	PER YEAR- 1st Year
1.5.2 SOFTWARE SUPPORT AND UPGRADES	<u>\$ included</u>	PER YEAR- 1st Year

**3M COMPANY - SECURITY SYS DIV., 3M CENTER, BLDG. 225-4N-14, ST PAUL, MN 55144-1000**

1.6	<b>MATERIAL DETECTION SYSTEM</b> Model 3802 DM	<u>\$ 10,765.00</u>	PER UNIT
1.6.1	STAFF STATION MAINTENANCE (FULL SERVICE AND REPAIR 4 HOUR RESPONSE TIME)	<u>\$ included</u>	PER YEAR- 1st Year
1.6.2	SOFTWARE SUPPORT AND UPGRADES	<u>\$ included</u>	PER YEAR- 1st Year
1.7	<b>SECURITY STRIPS</b> 3M R2 (7500/roll)	<u>\$ 125.00</u>	PER THOUSAND
<b><u>Year 2 &amp; 3</u></b>			
1.1	<b>CONVERSATION STATION</b>	<u>\$ 11,455.00</u>	PER UNIT
1.1.1	CONVERTATION HARDWARE MAINTENANCE (FULL SERVICE AND REPAIR 4 HOUR RESPONSE TIME)	<u>\$ included</u>	PER YEAR 1 <sup>ST</sup> Year
1.1.2	SOFTWARE SUPPORT AND UPGRADES	<u>\$ included</u>	PER YEAR 1 <sup>ST</sup> Year
1.2	<b>CUSTOMER SELF CHECKOUT/IN STATION</b>		
1.2.1	CUSTOMER SELF CHECKOUT STATION (NEW)	<u>\$ 25,530.00</u>	PER UNIT
1.2.2	CUSTOMER SELF CHECKOUT STATION (RETROFIT)	<u>\$ 4,975.00</u>	PER UNIT
1.2.3	CUSTOMER SELF CHECKOUT STATION MAINTENANCE (FULL SERVICE AND REPAIR 4 HOUR RESPONSE TIME)	<u>\$ included</u>	PER YEAR- 1st Year
1.2.4	SOFTWARE SUPPORT AND UPGRADES	<u>\$ included</u>	PER YEAR- 1st Year
1.2.5	CUSTOMER SELF CHECKIN STATION (NEW)	<u>\$ 95,00.00</u>	PER UNIT
1.2.6	CUSTOMER SELF CHECKIN STATION MAINTENANCE (FULL SERVICE AND REPAIR 4 HOUR RESPONSE TIME)	<u>\$ included</u>	PER YEAR- 1st Year
1.2.7	SOFTWARE SUPPORT AND UPGRADES	<u>\$ included</u>	PER YEAR- 1st Year
1.2.8	CUSTOMER SELF CHECKIN SORTER (NEW)	<u>\$ 12,000.00</u>	PER BIN
1.2.9	CUSTOMER SELF CHECKIN SORTER MAINTENANCE (FULL SERVICE AND REPAIR 4 HOUR RESPONSE TIME)	<u>\$ included</u>	PER YEAR- 1st Year
1.2.10	SOFTWARE SUPPORT AND UPGRADES	<u>\$ included</u>	PER YEAR- 1st Year
1.3	<b>STAFF WORKSTATION</b>	<u>\$ 11,320.00</u>	PER UNIT
1.3.1	STAFF STATION MAINTENANC (FULL SERVICE AND REPAIR 4 HOUR RESPONSE TIME)	<u>\$ included</u>	PER YEAR- 1st Year
1.3.2	SOFTWARE SUPPORT AND UPGRADES	<u>\$ included</u>	PER YEAR- 1st Year
1.4	<b>RFID TAGS</b>	<u><del>\$650.00</del> 800.00</u>	PER THOUSAND
1.5	<b>1HANDHELD SHELF MANAGEMENT DEVICES</b>	<u>\$ 5,405.00</u>	PER UNIT
1.5.1	STAFF STATION MAINTENANCE (FULL SERVICE AND REPAIR 4 HOUR RESPONSE TIME)	<u>\$ included</u>	PER YEAR- 1st Year
1.5.2	SOFTWARE SUPPORT AND UPGRADES	<u>\$ included</u>	PER YEAR- 1st Year
1.6	<b>MATERIAL DETECTION SYSTEM</b> Model 3802 DM	<u>\$ 11,961.00</u>	PER UNIT
1.6.1	STAFF STATION MAINTENANCE (FULL SERVICE AND REPAIR 4 HOUR RESPONSE TIME)	<u>\$ included</u>	PER YEAR- 1st Year
1.6.2	SOFTWARE SUPPORT AND UPGRADES	<u>\$ included</u>	PER YEAR- 1st Year
1.7	<b>SECURITY STRIPS</b> 3M R2 (7500/roll)	<u>\$ 125.00</u>	PER THOUSAND

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Item Description	New Contract Price	Comments
<b>Maintenance</b>		
3801 Detection System (single corridor)	\$ 1,002.00	
3802 Detection System (dual corridors)	\$ 1,331.00	
3803 Detection System (triple corridors)	\$ 1,660.00	
3501 Detection System (single corridor)	\$ 816.00	
3502 Detection System (dual corridors)	\$ 1,118.00	
795 Staff Workstation	\$ 855.00	
711 Conversion Station - Purchase	\$ 1,015.00	
7210 SelfCheck™ System	\$ 1,650.00	
SelfCheck™ System V-Series, Model V3	\$ 1,540.00	
SelfCheck™ System V-Series Table Top, Model V3 w/laminate top	\$ 1,540.00	
SelfCheck™ System V-Series Table Top, Model V3 w/Corian top	\$ 1,540.00	
SelfCheck™ System S-Series with 5 bins	\$ 16,043.00	
702 Digital Library Assistant (DLA)	\$ 748.00	
803 Digital Library Assistant (DLA)	\$ 748.00	
Digital Data Manager	\$ 188.00	
325 Mediacheck Unit	\$ 172.00	
SelfCheck™ System V-Series Model V1	\$ 1,540.00	
SelfCheck™ System V-Series, Model V2	\$ 1,540.00	
SelfCheck™ System V-Series Table Top, Model V1 w/laminate top	\$ 1,540.00	
SelfCheck™ System V-Series Table Top, Model V2 w/laminate top	\$ 1,540.00	
SelfCheck™ System V-Series Table Top, Model V1 w/Corian top	\$ 1,540.00	
SelfCheck™ System V-Series Table Top, Model V2 w/Corian top	\$ 1,540.00	
942 Bookcheck Unit	\$ 190.00	
943 Bookcheck Unit	\$ 721.00	
8801 Detection System (single corridor)	\$ 976.00	
8802 Detection System (dual corridors)	\$ 1,295.00	
8803 Detection System (triple corridors)	\$ 16,414.00	
895 Pad Staff Workstation	\$ 309.00	
811 Conversion Station - Purchase	\$ 1,015.00	
8210 SelfCheck™ System	\$ 1,805.00	
SelfCheck™ System R-Series	\$ 1,805.00	
SelfCheck™ System S-Series w/5 bins	\$ 16,043.00	
SelfCheck™ System C-Series w/computer & touchscreen monitor	\$ 695.00	
SelfCheck™ System C-Series w/customer supplied computer & monitor	\$ 495.00	
802 Digital Library Assistant (DLA)	\$ 748.00	
803 Digital Library Assistant (DLA)	\$ 748.00	
Digital Data Manager	\$ 188.00	

Minimum order amount \$500.00, excludes maintenance renewals.

**3M COMPANY - SECURITY SYS DIV., 3M CENTER, BLDG. 225-4N-14, ST PAUL, MN 55144-1000****Amendment #1 Additional Pricing****2.0 Pricing****2.1 3M Model 3800 Series**

<u>Quantity</u>	<u>Item</u>	<u>Net Unit Price</u>
1 each or more	3M Model 3801 Detection Systems (Single 36" Corridor, Direct/Floor Mounted)* including freight, installation, 90-day warranty and 12-month service agreement	\$9,336.00 each <del>\$8,912.00</del>

<u>Quantity</u>	<u>Item</u>	<u>Net Unit Price</u>
1 each or more	3M brand Model 3802-36 Detection System (dual 36" aisles, direct/floor mounting) including freight, installation, 90-day warranty and 12-month service agreement	\$11,520.00 each <del>\$11,161.00</del>

**Optional Installation****Buried Cable**

The floor mounted 3M Detection System can be installed with the connecting cable hidden (buried), if desired, at an additional cost. The buried cable option for connecting the sensing lattices will require a trench to be cut in the floor and filling of the trench after the cable is laid. This trenching and filling will be the responsibility of the Library and is not included as part of our proposal. The costs for the 3M portion of the installation is as follows:

<u>Quantity</u>	<u>Item</u>	<u>Net Unit Price</u>
1 each or more	Optional Buried Cable installation for each floor mounted 3M Detection System	\$840.00 <del>800.00</del> /additional for each system

Plus any applicable state or local taxes

**The 3800 Series System Features:**

- Multiple corridor capability.
- Multiple plane coverage.
- Coverage up to 6 feet (180+ cm) above floor.
- Compact design.
- Corridor specific alarm (audible and visible).
- Patron/alarm counter.
- Wide corridor, 36" minimum.
- Self-diagnostics.
- Light dove gray color with new aesthetics.
- Digital electronics with optional base or remote mounting.
- Detects all various types of 3M *Tattle-Tape* security strips.
- Safe for magnetic media.
- UL approved.
- Continuous operation.
- Resistance to inbound electronic noise.
- Detects long and short *Tattle-Tape* strips.
- Maximum reliability.

**3M COMPANY - SECURITY SYS DIV., 3M CENTER, BLDG. 225-4N-14, ST PAUL, MN 55144-1000****2.2      3M Model 3500 Series**

<u>Quantity</u>	<u>Item</u>	<u>Net Unit Price</u>
1 each or more	3M Model 3501 Detection System (Single 36" Corridor, Direct/Floor Mounted)* including freight, installation, 90-day warranty and 12-month service agreement	\$8,586.00-each <del>8,043.00</del>
1 each or more	3M Model 3502 Detection System (Dual 36" Corridors, Direct/Floor Mounted)* including freight, installation, 90-day warranty and 12-month service agreement	\$ 10,463.00 each <del>9,774.00</del>

Plus any applicable state or local taxes

**The 3500 Series Detection System Features:**

- Very low frequency system makes installation possible in libraries worldwide.
- Adjustable height detection zone allows you to customize the system for better coverage of how patrons carry materials.
- Remote digital electronics ensure reliable operation.
- Both audible alarm and visible corridor-specific alarm accurately identifies patrons who have triggered it.
- Maintains 3M's "total system compatibility" – 3M is the only security company that has used the same reliable strips for over 25 years.
- Completely safe for all magnetic media, including videocassettes, audiocassettes and computer diskettes.
- The 3500 fits into a variety of library floor plans and decors.
- International lattice design enhances system performance and aesthetics.
- Versatile, compact design fits most locations easily.
- Virtually free of phantom alarms caused by access control cards, strollers, keys and watches.

**2.3      3M Model 3803 Series**

<u>Quantity</u>	<u>Item</u>	<u>Net Unit Price</u>
1 each or more	3M Model 3803 Detection System (Triple 36" Corridors, Direct/Floor Mounted)* including shipping and handling, installation, 90-day warranty and 12-month service agreement	\$14,236.00 each <del>\$14,341.00</del>

**3.0      3M One-Tag RFID System****3.1      3M Model D8 RFID Tags**

The 3M RFID Tags feature a tiny memory chip that contains unique information about the items they identify. These tags can be efficiently applied to library materials and can then be used to deliver the many benefits that are provided by the other components of the 3M™ One-Tag RFID System.

**Rewriteability**

3M Library Systems market research revealed that some librarians want to be able to change information contained on individual RFID tags. Thus, 3M developed a tag that is "rewriteable", allowing for the change or addition of information on existing tags. This means that libraries do not have to replace the 3M RFID tag simply because they're changing the item's identification number or altering other data on the tag.



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<b><u>Quantity</u></b>	<b><u>Item</u></b>	<b><u>Net Unit Price</u></b>
1 roll or more	3M RFID Tag, No. D8; 1,000/roll – plain white	\$610.00 roll <del>\$650.00</del>
1 roll or more	3M RFID Tag, No. D8; 1,000/roll – custom printed (minimum order of 5,000 tags)	\$630.00 roll <del>\$670.00</del>
1 each	Custom label processing fee (Fee waived for initial orders of 50,000 tags or more)	\$500.00
1 roll or more	3M RFID Tag; D7:1,000/roll-pain white	\$510.00 roll

Plus all applicable state and local taxes

**3.2 3M Model 811 Conversion Station**

The 3M Model 811 RFID Conversion Station is designed to facilitate the efficient application of the 3M RFID tag to library materials. The Model 811 is portable and can be used directly in the stacks, saving time and labor in transporting the materials to and from a central processing area. The station allows 3M RFID Tags to be applied to library materials using a simple process:

1. The optical barcode identifying the item is read by the barcode scanner.
2. A 3M Tag is dispensed and placed into the read/write zone by the operator. The item ID, media type, and other library specific information are automatically transferred into the memory of the tag.
3. The operator applies the tag near the spine of the book inside the back cover.

When switching to another media type, the operator uses the touch-screen interface to select the desired media type.

**3.2.1 Purchase**

<b><u>Quantity</u></b>	<b><u>Item</u></b>	<b><u>Net Unit Price</u></b>
1 each or more	3M Model 811 Conversion Station including freight, installation, 90-day warranty, 12-month service agreement and staff training	\$13,274.00 each <del>\$11,925.00</del>

Plus any applicable state or local taxes

**3.2.2 Rental**

<b><u>Quantity</u></b>	<b><u>Item</u></b>	<b><u>Net Unit Price</u></b>
1 each or more	3M Model 811 Conversion Station Rental	
	1 Month	\$ 400.00 440.00 each
	6 Months	\$1,500.00 1,650.00 each
	12 Months	\$2,500.00 2,750.00 each
1 each or more	Shipping and Handling for each unit (one-time charge)	\$ 550.00 each

Plus any applicable state or local taxes

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### 3.3 **3M Model 895 Pad Staff Workstation**

The Model 895 3M Pad Staff Workstation is a multi-functional unit that provides dramatic productivity improvements and easier materials handling for both charge and discharge transactions. The Workstation is dual functional, processing both barcodes and RFID tags in the same circulation transaction, which will allow for gradual migration to RFID. The workstation will process multiple RFID tagged items simultaneously. . It can also be used as a tag conversion station and contains the full suite of application software to perform this very important, post-conversion, function for all new acquisitions and any items not tagged during the initial conversion. The low profile (1/2" thick) reader pad can be installed on counter or in counter. The 3M Pad Staff Workstation works with the library's own circulation desk computer, barcode scanner, and receipt printer.

<b><u>Quantity</u></b>	<b><u>Item</u></b>	<b><u>Net Unit Price</u></b>
1 each or more	3M Model 895 Pad Staff Workstation including freight, installation, 90-day warranty, 12-month service agreement and staff training	\$3,503.00 each <del>\$3,140.00</del>

Plus any applicable state or local taxes

### 3.4 **3M Model 8210 SelfCheck™ System SelfCheck System R-Series**

The Model 8210 3M RFID SelfCheck™ System emulates the same procedures to process materials that librarians use. When a patron places a library card in the system, a scanner is activated that reads the patron card and then authenticates the patron through the library's patron database. If he or she is an approved borrower, graphics appear on the rugged 3M TouchSystems touch screen with easy to understand instructions that lead patrons through every step of the process. The system verifies that the item can circulate, checks the item out, changes the security status on the RFID tag, and prints out a date due slip – all in a matter of seconds.

<b><u>Quantity</u></b>	<b><u>Item</u></b>	<b><u>Net Unit Price</u></b>
1 each or more	3M R-Series Model 8210 SelfCheck™ System including printer, two languages, freight, installation, 90-day warranty, lifetime software license, TCP/IP card and license, 12-month service agreement, staff training, and <u>one</u> of the following choices: –Store & Forward –Staff selectable check in/out –Patron selectable check in/out	\$19,152.00 each <del>\$17,061.00 each</del> <b>\$18,894.00 each</b>

Plus any applicable state or local taxes

#### **SelfCheck Notes**

- (1) The above price does not include any library automation vendor fees, as this is not part of the 3M package. Software interface and interface maintenance is to be provided by the library automation vendor. They will advise their fees on a separate basis.
- (2) Prior to our processing an order, a 3M SelfCheck Checklist must be completed by the library and submitted to 3M.
- (3) Furniture/cabinetry is available in a variety of colors to match any library décor. Please contact our area representative for details on color options.
- (4) Price assumes firewall access.

**3M COMPANY - SECURITY SYS DIV., 3M CENTER, BLDG. 225-4N-14, ST PAUL, MN 55144-1000****3.4.1 Optional 3M Supplied Cabinetry**

The 3M R-Series Model 8210 SelfCheck System is designed to be situated on an appropriate work surface. The library has the option of providing a suitable work surface based on recommendations to be provided by 3M or they can purchase furniture/cabinetry directly from 3M at the prices indicated below. Additional information and details can be provided by our area representative, if desired.

<u>Quantity</u>	<u>Item</u>	<u>Net Unit Price</u>
1 each or more	Optional 3M supplied furniture/cabinetry with Laminate top	\$1,663.00 each
1 each or more	Optional 3M supplied furniture/cabinetry with Corian top	\$2,730.00 each

Plus any applicable state or local taxes

**3.5 3M Model 803 ~~802~~ Digital Library Assistant (DLA)**

There are many valuable collection and shelf management tasks in libraries that are impractical or difficult to perform because of the tremendous labor involved. The Model 803 ~~802~~ 3M Digital Library Assistant (DLA) is a lightweight, portable, cordless hand-held device, with an ergonomic design, that uses radio frequency identification technology to simplify some of these difficult tasks.

Feedback to the user is presented in multiple forms: A touch sensitive screen displays item information by title, call number, author, bar code number, circulation stats, publication date, or whatever information your circulation database can provide the DLA. The DLA also uses an audible tone and lights to alert the user to the status of various items.

The staff no longer has to read spine labels to complete any of the DLA tasks . . . all information can be presented by title, author, etc. And the DLA comes with an adjustable antenna to facilitate reading items on the top shelf, the bottom shelf, and all the shelves in between. This minimizes arm, shoulder, neck, and back strain due to bending over, standing on stools, or kneeling on the floor.

<u>Quantity</u>	<u>Item</u>	<u>Net Unit Price</u>
1 each or more	3M Model 803 <del>802</del> Digital Library Assistant (DLA) including freight, 90-day warranty, 12-month service agreement and staff training	\$6,935.00 each <del>\$6,185.00</del>
<u>Quantity</u>	<u>Item</u>	<u>Net Unit Price</u>
<del>1 each or more</del>	<del>3M Model 803 Digital Library Assistant (DLA) including freight, 90-day warranty and 12-month service agreement</del>	<del>\$5,405.00 each</del>

Plus all applicable state and local taxes

NOTE: 803 ~~802~~ DLA includes: 1-DLA hand-held unit, 1-suite of application software, 2-32 MB memory cards and 1-battery charger.

**3.5.1 Digital Data Manager**

This product consists of software that is loaded onto a PC in the library (any PC that can connect to the circulation system database) and a memory card reader/writer that connects to this PC. The software facilitates the downloading of item information from the circulation database and formats that information so it can be written to a memory card. The card can

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then be loaded into a 3M Digital Library Assistant to provide real-time accurate item information to perform shelf-reading, item searching, weeding, finding lost and missing items, etc., in the stacks of the library. All this can be accomplished without having to download information to the database, print out a report, and then return to the stacks a second time to search for the items once again.

<b><u>Quantity</u></b>	<b><u>Item</u></b>	<b><u>Net Unit Price</u></b>
<b>1 each or more</b>	<b>Digital Data Manager including 90-day warranty, 12-month service agreement and staff training</b>	<b>\$1,489.00 each \$1,320.00</b>

Plus all applicable state and local taxes

**3.6 3M brand 8800 ~~3800~~ Series Detection System**

<b><u>Quantity</u></b>	<b><u>Item</u></b>	<b><u>Net Unit Price</u></b>
<b>1 each or more</b>	<b>3M brand Model 8801 Detection System (single 36" aisle, direct/floor mounted) including freight, installation, 15-month warranty, and staff training</b>	<b>\$10,117.00 each <del>\$9,125.00</del></b>
<b>1 each or more</b>	<b>3M brand Model 8802 Detection System (dual 36" aisles, direct/floor mounted) including freight, installation, 15-month warranty, and staff training</b>	<b>\$12,497.00 each <del>\$11,302.00</del></b>
<b>1 each or more</b>	<b>3M brand Model 8803 Detection System (triple 36" aisles, direct/floor mounted) including freight, installation, 15-month warranty, and staff training</b>	<b>\$15,313.00 each <del>\$13,875.00</del></b>

Plus any applicable state or local taxes

**3.7 Additional SelfCheck™ Systems**

The 3M SelfCheck Systems emulates the same procedures to process materials that librarians use. When a patron places a library card in the system, a scanner is activated that reads the patron card and then authenticates the patron through the library's patron database. If he or she is an approved borrower, graphics appear on the rugged 3M TouchSystems touch screen with easy to understand instructions that lead patrons through every step of the process. The system verifies that the item can circulate, checks the item out, changes the security status on the RFID tag, and prints out a date due slip – all in a matter of seconds.

<b><u>Quantity</u></b>	<b><u>Item</u></b>	<b><u>Net Unit Price</u></b>
<b>1 each or more</b>	<b>3M SelfCheck™ System V-Series, Model V1 including internal printer, two languages, lifetime software license, shipping and handling, 90-day warranty, TCP/IP card and license, 12-month service agreement and staff training</b>	<b><del>\$15,484.00 each</del> \$16,226.00 each</b>
<b>1 each or more</b>	<b>3M SelfCheck™ System V-Series, Model V2 including internal printer, two languages, multiple book detection, lifetime software license, shipping and handling, 90-day warranty, TCP/IP card and license, 12-month service agreement and staff training</b>	<b><del>\$17,832.00</del> <del>17,059.00</del> each (Available July 2005)</b>
<b>1 each or more</b>	<b>3M SelfCheck System S-Series W/5 Bins</b>	<b>\$210,610.00</b>

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1 each or more	3M SelfCheck™ System V-Series, Model V3 including internal printer, two languages, RFID capability, lifetime software license, shipping and handling, 90-day warranty, TCP/IP card and license, 12-month service agreement and staff training	<b>\$18,047.00</b> <del>17,269.00</del> each (Available July 2005)
1 each or more	3M SelfCheck™ System Table Top V-Series, Model V1 with laminate top including internal printer, two languages, lifetime software license, shipping and handling, 90-day warranty, TCP/IP card and license, 12-month service agreement and staff training	<b>\$17,567.00</b> each
1 each or more	3M SelfCheck™ System Table Top V-Series, Model V1 with Corian top including internal printer, two languages, lifetime software license, shipping and handling, 90-day warranty, TCP/IP card and license, 12-month service agreement and staff training	<b>\$19,388.00</b> each
1 each or more	3M SelfCheck™ System Table Top V-Series, Model V2 with laminate top including internal printer, two languages, multiple book detection, lifetime software license, shipping and handling, 90-day warranty, TCP/IP card and license, 12-month service agreement and staff training	<b>\$19,173.00</b> each
1 each or more	3M SelfCheck™ System Table Top V-Series, Model V2 with Corian top including internal printer, two languages, multiple book detection, lifetime software license, shipping and handling, 90-day warranty, TCP/IP card and license, 12-month service agreement and staff training	<b>\$20,617.00</b> each
1 each	942 Book check Unit	<b>\$3,070.00</b>
1 each	943 Book check Unit	<b>\$9,558.00</b>

Optional 3M Supplied Kiosk

The 3M SelfCheck System V-Series is available with a 3M provided kiosk or the library can choose to build the SelfCheck components into the library's circulation desk or other library provided furniture. The kiosks are available from 3M at the prices indicated below. Additional information and details can be provided by our area representative, if desired.

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<b><u>Quantity</u></b>	<b><u>Item</u></b>	<b><u>Net Unit Price</u></b>
1 each or more	Optional 3M supplied Kiosk with Laminate top	<b>\$1,341.00</b> <del>1,415.00</del> each
1 each or more	Optional 3M supplied Kiosk with solid surface top	<b>\$2,785.00</b> <del>2,795.00</del> <del>2,830.00</del> each

Plus any applicable state or local taxes

**Optional SelfCheck Features**

<b><u>Quantity</u></b>	<b><u>Item</u></b>	<b><u>Net Unit Price</u></b>
1 each or more	Video Checkout Unit	<b>\$1,938.00</b> <del>1,900.00</del> each
1 each or more	Store & Forward Software	<b>\$1,301.00</b> <del>1,275.00</del> each
1 each or more	Staff Selectable Checkout/in Software	<b>\$2,168.00</b> <del>2,125.00</del> each
1 each or more	Patron Selectable Checkout/in Software	<b>\$3,468.00</b> <del>3,400.00</del> each
1 each or more	Additional Language	<b>\$663.00</b> <del>-650.00</del> each
1 each or more	Magnetic Card Reader	<b>\$816.00</b> <del>800.00</del> each

Plus any applicable state or local taxes

**3.8 3M RFID Tag for CDs and DVDs**

<b><u>Quantity</u></b>	<b><u>Item</u></b>	<b><u>Net Unit Price</u></b>
1 roll or more	3M RFID Tag, No. CD8 for use with CDs and DVDs; 1,000/roll – plain white For use with the 3M One-Tag RFID System Only	<b>\$990.00</b> <del>1,480.00</del> roll

Plus any applicable state or local taxes

**3.9 3M TattleTape System w/RFID-Accessories**

<b>Item Description</b>		<b>Comments</b>
<b>3M Tattle-Tape™ System with RFID - ACCESSORIES</b>		
B1 Security Strip (5,000/case)	\$ 830.00	Case
B2 Security Strip (5,000/case)	\$ 740.00	Case
R2 Security Strip (7,500/roll)	\$ 1,110.00	Roll
DVM-1 Video Security Strip (1,000/case)	\$ 236.00	Case
DAC-1 Audio Security Strip (1,000/case)	\$ 201.00	Case

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DCD-2 CD Security Strip (1,000/case)	\$ 1,121.00	Case
D1 RFID Tag - Plain White (1,000/roll)	\$ 610.00	Roll
D8 RFID Tag - Plain White (1,000/roll)	\$ 610.00	Roll
D8 RFID Tag - Custom (1,000/roll)	\$ 630.00	Roll (Minimum order 10,000 tags)
CD8 RFID Tag Plain White for CD/DVD (1,000/roll)	\$ 990.00	Roll

**3.10 3M SelfCheck System-Additional Models**

Item Description	Comments	
SelfCheck™ System V-Series Table Top, Model V3 w/laminate top	\$ 19,388.00	New Item
SelfCheck™ System V-Series Table Top, Model V3 w/Corian top	\$ 20,832.00	New Item
SelfCheck™ System C-Series w/computer & touchscreen monitor	\$ 11,218.00	New Item
SelfCheck™ System C-Series w/customer supplied computer and monitor	\$ 9,043.00	New Item
SelfCheck™ System C-Series Book Drop without RFID (RFID ready)	\$ 3,473.00	New Item

**3.11 3M Model 795 Staff Workstation**

The 3M ~~Digital~~ Staff Workstation is a multi-functional unit that provides dramatic productivity improvements and easier materials handling for both charge and discharge transactions. It can also be used as a ~~Digital~~ Conversion Station and contains the full suite of application software to perform this very important, post-conversion, function for all new acquisitions and any items not tagged during the initial conversion process.

<u>Quantity</u>	<u>Item</u>	<u>Net Unit Price</u>
1 each or more	3M Model 795 Staff Workstation including freight, installation, 90-day warranty, 12-month service agreement	\$13,453.00 each \$11,320.00

**The Model 795 Staff Workstation Features:**

- Small, easy-to-use unit helps maximize staff usage and improve comfort.
- Two configurations offer the choice between a tabletop model ideal for sites where materials are organized in stacks or handled individually out of book returns, or flush-mounting which is recommended for high-volume operations that feature conveyors or rollers.
- A touch screen, flat-panel LCD display presents workstation related information and allows interaction for choosing check-in or check-out, handling exceptions and configuring the workstation.
- Constraints associated with the optical bar codes and item orientation are absent and the materials can be discharged and re-sensitized much more quickly.
- Processes items with 3M Digital Identification Tags and bar-coded items that have not yet been converted to digital identification.
- Provides the ability to convert any bar coded item to a 3M Digital Identification tagged item.
- Can process print materials, magnetic media, CD's and DVD's.
- The Digital Staff Workstation provides check-in or checkout functionality by not only charging and discharging items, but also desensitizing and resensitizing 3M™ Tattle-Tape™ Security Strips. The media type information stored in the Digital Identification Tag is examined so that magnetic media are not inadvertently damaged. A video that is scanned will be identified as a video and discharged, but not desensitized, at the Digital Staff Workstation. Videos are then taken to a video-safe desensitizer.

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- Can be configured to process multiple items simultaneously, such as two books or two videos. The software will recognize conditions such as mixed media and inform the operator.
- Easily visible mode indicator quickly identifies if the unit is operating in check-in or checkout and multi-item modes.
- Large indicator light identifies sensitized 3M Tattle-Tape security strips.
- Utilizes pre-existing library circulation equipment: CRT, keyboard, printers, desks, counters, rollers and conveyors.
- Receipt print options include any currently available through the library's circulation equipment.

**3.12 3M Model 325 Mediacheck**

The 3M product line includes an on-counter Mediacheck Unit that can perform both sensitizing and desensitizing functions that allow fast and reliable processing of your videos, DVDs, CDs and print materials. This is the 3M Model 325 Mediacheck and additional information is enclosed.

<u>Quantity</u>	<u>Item</u>	<u>Net Unit Price</u>
1 each or more	3M Model 325 Mediacheck Unit including freight, 90-day warranty and 12-month service agreement	\$3,411.00 each <del>\$2,939.00</del>

**3.13 3M Model 711 Conversion Station****Purchase**

The 3M™ ~~Digital Identification~~ RFID Tag features a tiny memory chip that contains information about the item they mark. These tags can be efficiently applied to library materials using the 3M™ ~~Digital~~ Conversion Station. The station allows 3M ~~Digital Identification~~ RFID Tags to be applied to library materials using a simple process:

1. The optical bar code identifying the item is read by the bar code scanner.
2. A 3M ~~Digital Identification~~ RFID Tag is dispensed and placed into the read/write zone by the operator. The item ID, media type, and other library specific information are automatically transferred into the memory of the tag.
3. The operator applies the tag near the spine of the book.

When switching to another media type, the operator uses the touch-screen interface to select the desired media type.

<u>Quantity</u>	<u>Item</u>	<u>Net Unit Price</u>
1 each or more	3M Model 711 Digital Conversion Station including freight, 90-day warranty, 12-month service agreement	\$13,500.00 each <del>\$11,455.00</del>

**Rental**

<u>Quantity</u>	<u>Item</u>	<u>Net Unit Price</u>
1 each or more	3M Model 711 Conversion Station Rental	
	1 Month	\$ 449.00 <del>400.00</del> each
	6 Months	\$1,683.00 <del>1,500.00</del> each
	12 Months	\$2,805.00 <del>2,500.00</del> each
1 each or more	Shipping and Handling for each unit (one-time charge)	\$ 550.00 each



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An additional feature for the ~~Model 6210 or 7210SE~~ SelfCheck™ System is available which allows the system to store patron transactions when the host system is down. The information can then be uploaded when the system is back on-line. This additional feature is identified as Store & Forward and is available at the following cost:

<u>Quantity</u>	<u>Item</u>	<u>Net Unit Price</u>
<b>1 each or more</b>	<b>Optional Store &amp; Forward Software</b>	<b>\$1,301.00 <del>2,890.00</del> each</b>

Terms: NET 30

Vendor Number: **W000002918 X**

Telephone Number: 800-328-0067 (ext. 335) or 303/246-5280

Fax Number: 800-223-5563

Contact Person: **John McCarthy**

E-mail Address: [jfmccarthy@mmm.com](mailto:jfmccarthy@mmm.com)

Company Web Site: [www.3M.com/us/library](http://www.3M.com/us/library)

Certificates of Insurance Required

Performance Bond Required \$100,000.00

Contract Period: To cover the period ending **July 31, 2006 2007.**